

Request for Quotation

For

Complete Installation of
Telephone Exchange with Main Console
and (14) Telephone Sets

In

Disaster and Climate Resilience
Improvement Project
(DCRIP) AJ&K

4
30/8/17

August, 2017



PIU-DCRIP

**OFFICE OF THE PROJECT DIRECTOR,
DISASTER & CLIMATE RESILIENCE IMPROVEMENT PROJECT (DCRIP)
NEAR OFFICE OF CHIEF ENGINEER ELECTRICITY
GHARI PAN, JALALABAD ROAD MUZAFFARABAD AJ&K**

Ph#: 05822-920868, Fax #: 05822-920878

Email: piu.dcripaik@gmail.com

Section 1

Request for Quotation

To:

M/S _____ :

_____ :

Date :

Procurement Reference : **PK-PIU AJK-25309-GO-RFQ**
(Contract Identification No)

SUBJECT: REQUEST FOR QUOTATIONS FOR COMPLETE INSTALLATION OF TELEPHONE EXCHANGE WITH MAIN CONSOLE AND (14) TELEPHONE SETS IN PIU-DISASTER AND CLIMATE RESILIENCE IMPROVEMENT PROJECT (DCRIP) AJK OFFICE.

1. The Implementing Agency indicated above invites your quotation for Complete Installation of Telephone Exchange with main console and (14) Telephone Sets in DCRIP Office as described further.
2. The Government of the state of Azad Jammu & Kashmir has received a loan from the World Bank, and intends to apply the proceeds of this grant to eligible payments under the PO for which this Request for Quotations (RFQ) is issued. This procurement process will be conducted in accordance with the National Shopping Procurement method contained in the World Bank Guidelines: Procurement of Goods, Works and Non-consulting Services under IBRD Loans and IDA Credits and Grants by World Bank Borrowers, dated January 2011, revised in July 2014 and the procedures described herein.
3. You are invited to submit your price quotation(s) for the Complete Installation of Telephone Exchange with main console and (14) Telephone Sets as per specifications mentioned in Section III. You must quote for all the items/package under this Invitation. Price quotations will be evaluated for all the items together and PO will be issued to the responsive firm offering the lowest evaluated total cost.
4. Your quotation(s) must be marked “**QUOTATION FOR COMPLETE INSTALLATION OF TELEPHONE EXCHANGE WITH MAIN CONSOLE AND (14) TELEPHONE SETS**” and should be addressed to;
Project Director,
PIU-DCRIP AJK
NEAR OFFICE OF THE CHIEF ENGINEER ELECTRICITY, GHARIPAN, JALALABAD ROAD MUZAFFARABAD AZAD KASHMIR.
5. Your quotation should be accompanied by adequate technical documentation and catalogue(s) and other printed material or pertinent information including, Origin of Manufacturer, Model & Make

and names and addresses of branches/representatives providing after sales service facilities in Muzaffarabad/Pakistan.

6. The deadline for receipt of your quotation (s) by the Purchaser at the address indicated in Paragraph 4 is on or before 18th September, 2017 by 04:PM.
7. You quotation(s) should be submitted as per the instructions contained in the Quotation Documents.
8. The quotation must be signed by the authorized representative of the firm/vendor.
9. **PRICES:** The prices should be quoted in Pak Rupees and should be inclusive of all supply charges and admissible taxes in Azad Jammu & Kashmir.
10. **EVALUATION AND AWARD OF PURCHASE ORDER:** Offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of their prices, in addition to the eligibility and qualification requirements outlined in the Section-II of Quotation Documents. The award will be made to the firm/vendor offering the lowest evaluated price and that meets the required standards of technical and financial capabilities.
11. **VALIDITY OF THE OFFER:** Your quotation(s) should be valid for a period of 90 days from the date of receipt of quotation(s) indicated in Paragraph 6 above.

Section II

Instructions for Preparing Quotations & Mandatory Conditions:

1. **SCOPE OF PROCUREMENT:**
Invites price quotations for procurement & Establishment of Video Conferencing System along with Installation, Configuration and allied hardware & Software as described in the Specifications Section III attached. The successful supplier/vendor will be expected to complete the Complete Installation of Telephone Exchange with main console and (14) Telephone Sets in PIU-DCRIP Muzaffarabad Office within due time.
2. **ELIGIBILITY TO QUOTE:**
National Suppliers duly registered with tax authorities may be eligible to participate only if they also:
 - a. Submit Proof of registration with the Income Tax Department and Sales Tax Department with the quotation. (Failure to enclose these documents would result in rejection of quotation)
 - b. Submit only one Quotation, either individually, or as a partner in a joint venture. All Quotations submitted in violation of this rule shall be rejected. Partners in a joint venture shall be jointly and severally liable for the execution of the Contract.
3. **QUALIFICATION OF THE SUPPLIER:**
To qualify for award of the Contract, a Supplier shall meet the following minimum qualifying criteria:
 - a. As Manufacturer or Supplier or Authorize Representative must have at least Three Years of experience in Supplying and Installation of similar nature work mentioned herein. (Proof of same will be provided)

- b. As Supplier must have at least Three years of experience in supplying, service providing, installing and providing after sales services of similar nature work as mentioned herein. Documentary evidence, *inter alia*, Authorized Dealership Certificate in case of manufacturer agent will be provided with the quotation.

4. **PRICE OF QUOTATIONS:**

- a) The Contract shall be for the whole supplies/installation and shall be based on the unit and total price for fixed unit rate contract.
- b) Prices shall be quoted entirely in Pak Rupees. The Supplier shall fill in the rates and prices for all items of the Supplies/Installation described in the specifications.
- c) All duties, prevailing taxes in the AJK and other levies payable by the Supplier under the Contract, shall be included in the rates, prices, and total price of Quotation submitted by the Supplier.
- d) The rates and prices quoted by the Supplier shall be fixed and final for the duration of the Contract and shall not be subject to any adjustment on any account.

5. **PAYMENT CRITERIA.**

- a) The provision of advance payment will be available against the submission of Bank guarantee or any other option acceptable to the purchaser.
- b) Bank Guarantee will be release after delivery and Installation and complete testing of Video Conferencing System and inspection report of from relevant concerned section.

6. **WARRANTY.**

- a) 01 Year warranty against all items will be required.
- b) The Offeror shall guarantee through written undertaken for a cost free repair and maintenance including prompt replacement of defective parts during warranty (as mentioned in section 6.a immediately above) period on items where applicable from the date of Complete Installation of Telephone Exchange with main console and (14) Telephone Sets to the satisfaction of the purchaser.

7. **VALIDITY OF QUOTATIONS.**

Should not be less than 90 days.

8. **PURCHASER' S RIGHT TO INCREASE OR DECREASE THE QUANTITIES:**

The Purchaser, reserves the right to increase or decrease quantities of supplies by 15%

9. **DOCUMENTS COMPRISING THE QUOTATION:**

The Proposal submitted by the Supplier must be comprise the following documents on your business letterhead:

- a) Signed & Stamped Section III (Specification with Compliance)
- b) Signed & Stamped Schedule OF Delivery/Installation (Section IV)
- c) Filled Signed & Stamped Form of Quotation (As per sample attached "Section V")
- d) Statement of Requirement & Unit wise price of all equipment as per sample attached "Section VI")
- e) Copies of taxation documents (Income Tax & GST) (As per Section 2.a above)
- f) Qualification and Experience Information and documents along with related certifications with company profile (As per Section 3.a, 3.b above)
- g) Written undertaken regarding cost free repair and maintenance including prompt replacement of defective parts during 01 Years warranty (As per 6.b above)

Section III

Specifications of Telephone Exchange:

S/N	Description	Specification
1	Telephone Exchange with main console	With Capacity of 06 to 10 Incoming Telephone Lines with 16 to 20 Extensions (upgrade able)
2	14 Extension Telephone Sets	Intercom + Direct Dialing System
3	Complete Line wiring/installation	02 Floor Building (12 Rooms+01 Conferencing Room + Guard Post) with ducting.
4	Backup System	Dry Batteries Backup

SECTION-IV
SCHEDULE OF DELIVERY

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date, which is the date of delivery required.

Description of Procurement (Complete Job)			Complete Installation of Telephone Exchange with main console and (14) Telephone Sets.	
Required Delivery/Complete Installation Schedule from the Date of Notification of Award:			60 Days from date of Contract Award	
S/N.	Items:	Qty.	Specification:	Location of Delivery:
1	Telephone Exchange with main console	1	As per Detail of Specifications mentioned in Section III	Project Director Disaster & Climate Resilience Improvement Project (DCRIP), Near Office of Chief Engineer Electricity, Jalalabad Road Muzaffarabad Azad Kashmir.
2	14 Extension Telephone Sets	14		
3	Complete Exchange Line wiring/installation	01 Job		
4	Backup System	01		

It is hereby declared that, the above given schedule is acceptable for vendor.

Authorized Signature : _____

Name and Title of Signatory : _____

Date : _____

Name of Supplier : _____

Address: : _____

Section V
Form of Quotation

(Date) _____

To:-

Project Director
Disaster & Climate Resilience Improvement Project (DCRIP),
Near Office of Chief Engineer Electricity,
Jalalabad Road Muzaffarabad Azad Kashmir.

We offer to execute the contract of **Complete Installation of Telephone Exchange with main console and (14) Telephone Sets in PIU- DCRIP AJ&K** in accordance with the Conditions of Contract accompanying this Quotation for the Contract Price of RS: _____ (amount numbers) (RS: _____) (amount in words). We propose to complete the Supplies and Complete Installation/Testing as described in the Contract within a period of _____ (days/weeks in words and number) _____ calendar days/weeks from the Start Date.

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

We hereby confirm that this Quotation complies with the Validity of the Quotation required by the proposal documents.

Authorized Signature : _____

Name and Title of Signatory : _____

Date : _____

Name of Supplier : _____

Address: : _____

Phone Number : _____

Cell Number : _____

Fax Number, if any : _____

Email : _____

Website (If any) : _____

Section VI
Statement of Requirements/Price Schedule

Procurement Reference Number: PK-PIU AJK-25309-GO-RFQ

Brief Description of Goods: Complete Installation of Telephone Exchange with main console and (14) Telephone Sets in PIU- DCRIP AJ&K

Location (Site) of Goods: OFFICE OF THE PROJECT DIRECTOR,
“DISASTER AND CLIMATE RESILIENCE IMPROVEMENT PROJECT”
NEAR OFFICE OF THE CHIEF ENGINEER ELECTRICITY, GHARI PAN,
JALALABAD ROAD, MUZAFFARABAD AJK.

Commencement and completion periods required: 60 Days

Activity Price Schedule in Pak Rupees:

[Complete the unit and total prices for each item listed below. Authorize the prices quoted in the signature block below.]

S. No	Description	Qty.	Unit Rate	Amount
1	Telephone Exchange with main console	1		
2	14 Extension Telephone Sets	14		
3	Complete Telephone Line wiring/Installation	01 Job		
4	Backup System	01		
Total:				

In Words (Total): _____

Authorized Signature: _____ Date: _____

Name and Title of Signatory _____

Address: _____

Phone Number _____

Cell Number _____

Fax Number, if any _____

Email: _____

Website (If any) _____

Section VII

SAMPLE Purchase Order

OFFICE OF THE PROJECT DIRECTOR DISASTER AND CLIMATE AND
RESILIENCE IMPROVEMENT PROJECT NEAR OFFICE OF CHIEF ENGINEER
ELECTRICITY, JALALABAD ROAD MUZAFFARABAD AZAD KASHMIR
A.K Ph:092(0)5822-920935

PURCHASE ORDER

T o:	RFQ/RFP Ref No: PK-PIU AJK-25309-GO-RFQ			
	ORDER NO:			
	DATE :			
S #	Description of Work	Qty.	Unit Rate	Total Amount
			Total:	
			Extra if Any:	
			G-Total:	
Delivery/Installation Address:-	PIU-DCRIP Office Near Office of Chief Engineer Electricity, Jalalabad Road Muzaffarabad Azad Kashmir Ph:092(0)5822-920935			
Delivery Date up to:-				

Terms & Conditions:

1. All Prices for the installation/supply of above items/services are fixed and final inclusive of all kind of govt. taxes.
2. Prices are inclusive of Delivered Duty Paid (DDP) at the office of Project Director DCRIP AJ&K.
3. Any damage, loss, theft and demurrages outside the premises of office of the Project, shall be the responsibility of supplier / agent.

4. All applicable Taxes as per Government rates will be deducted at the time of payment.
5. Payment will be made within 28 days after delivery/installation and inspection/clearance of all items and acceptance of invoice.
6. All other Conditions of the **RFQ** will be remain same and no Variation will be allow in the Quoted Specifications (Copy of specifications and Quotation of Your Firms is attached).
7. DCRIP reserves the right to cancel any order at any time, if supplier fails to deliver install the required quantity within specific period or not according to specifications.
8. The Offeror shall guarantee a cost free repair and maintenance including prompt replacement of defective parts for warranty period on items where applicable from the date of delivery and installation to the satisfaction of the employer.
9. Penalty @ 1% of total cost per day may be imposed according to the decision of Purchase Committee, if
 - a) Delivery is not made within specific time period
 - b) Items are not according to specifications / samples.

Accepted by

Supplier

Approved by

Project Director

Disaster and Climate resilience Improvement
Project (DCRIP)- AJ&K